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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	204
SUPERVISOR:	Juvenile Division Supervisor	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Supervise Juvenile Probation Officers in Juvenile Department. Represent the Director and Department as assigned. Work in conjunction with community resources and coordinate available services to provide ongoing care and supervision for juveniles and families. Perform professional casework services, counseling, crisis intervention, guidance and supervision of children and families under departmental jurisdiction. Serve as and perform all duties assigned to 'Juvenile Counselors' under ORS 419A.010(1)(a) and 419A.012. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervise Juvenile Probation Officers in the department, including assigning and reviewing work, evaluating performance, training and recommending appropriate corrective and disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Review and oversee staff casework and documentation for thoroughness and adherence to department procedure and goals.

Participate in the development of Juvenile Department Programs. Work with management and other service providers to develop community based prevention/ intervention programs for at risk youth.

Supervise a caseload of juvenile offenders on probation or diversion in the community.

Conduct personal interviews with troubled or delinquent minors, their parents and/or custodial supervisors to ascertain personal needs of the client. Confer with parents, law enforcement personnel, victims and others familiar with the juvenile to determine facts and dispositions in individual cases. Maintain chronological case histories on all clients.

Screen intake referrals for legal sufficiency and appropriate action in conjunction with the District Attorney's Office. Present social and jurisdictional histories, facts of cases and dispositional recommendations to the Court upon request. Carry out dispositions ordered by the Court.

Prepare correspondence, departmental reports, progress reports, legal petitions and court reports.

Work with department staff, other social work agencies, schools, churches, public health agencies, law enforcement agencies and others to develop and implement treatment and rehabilitation programs for individual cases.

Evaluate placement decisions and supervisor youth in and out of home placement, residential care and detention.

Provide secure transport of juveniles with knowledge and use of correct restraints.

Develop and coordinate youth diversion programs. Prepare or assisting in preparation of grants, written

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reports and record keeping necessary for effective operation of youth programs.

Assist in data compilation for the annual report and other statistical analyses of departmental activities. Assist in development of departmental policies and procedures.

Address schools, social service agencies and civic groups regarding juvenile law, departmental programs, activities and related matters. Participate in local community assistance programs.

Participate in 24 hour, seven day a week on-call status for crisis intervention, intake, counseling, placement and referral services for juveniles and families.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervise 4-7 employees engaged in juvenile corrections casework or community service organization. Carry out supervisory responsibilities in accordance with County policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluation performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with Director.

**SUPERVISION RECEIVED:** Work under the general supervision of the Director of the Juvenile Department who assigns and reviews work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Master's degree with major course work in social casework, corrections, sociology, or psychology. Three years of experience in social work dealing with juveniles. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or the ability to obtain within a short time period, State certification as a Juvenile Probation Officer. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of behavior and adjustment problems in juveniles and methods of treatment. Considerable knowledge of parole and child welfare laws of the State. Considerable knowledge of the principles of psychology in relation to child welfare.

Skill in individual and group work with maladjusted children and adolescents.

Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic, racial or age groups and socio-economic levels who may be hostile or abusive. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and physically restraining angry and hostile juveniles.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily contact with juvenile offenders; interact to diffuse offender aggression, arrest or assist with arrest; perform officer duties in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. May receive physical injuries when confronting and/or arresting correctional offenders. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.